



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF

AFLR-PR

10 October 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-2

1. This CIL contains information on the following subjects:
  - a. FY 96 CIL Index,
  - b. Information on Digital Format,
  - c. Past Performance Information Management System (PPIMS),
  - d. FY 97 CMR Schedule (Revised),
  - e. Tax Information Number Reporting,
  - f. Release of Acquisition Information.

2. FY 96 CIL Index. The FY 96 CIL index is provided at enclosure 1.

3. Information on Digital Format.

a. DFARS 227.7103-2, Acquisition of Technical Data, states in subparagraph(c):

Contracting officers are responsible for ensuring that, wherever practicable, solicitations and contracts ...  
[i]dentify the type and quantity of the technical data to be delivered under the contract and the *format and media* [emphasis added] in which the data will be delivered ...

b. Contracting Officers should require customers to evaluate the practicability and advantages of provision of data in digital format, considering customer requirements and capabilities. Current DOD policy expresses a preference for use of contractor

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data systems and format whenever they are sufficient for customer requirements.

c. Digital media is defined as any binary or related format readable by information processing resources (IPR). It would include computer disks, E-mail, CD-ROM, or any other magnetic or electronic media. Formats include word processing, spreadsheet, electronic data base, and Computer Aided Design (CAD) files. The type of information a contractor might submit digitally includes cost and pricing data, technical drawings and specifications, standard operating procedures, quality surveillance and other plans, etc.

d. Factors which should be considered in determining whether to require data submissions in digital format are:

(1) compatibility or convertibility of contractor and customer formats,

(2) types of media readable by customer and contractor IPR,

(3) periodicity, frequency and volume of data requirements,

(4) the cost to:

(a) the contractor to reengineer systems or formats to suit government needs, or

(b) the government to reengineer systems or formats to be compatible with contractor data systems and formats, and

(c) the cost of handling and storing data in non-digital formats such as hard copy, aperture cards or microfiche.

f. For additional information, contact Roy Marr at DSN 367-7140.

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4. Past Performance Information Management System (PPIMS).

a. Reference memo, SFAE-CSA-PPP, dtd 23 Aug 96, SAB  
(encl 2).

b. The U.S. Army Contracting Support Agency (USACSA) is developing a new automated system called PPIMS, which will serve as the Army's central repository for the collection and utilization of Army-wide contractor Past Performance Information (PPI). The enclosed memorandum contains a description of the system as well as the specific hardware and software each installation must have in order to participate in PPIMS.

c. For additional information, please contact Ms. Joan Sylvester at DSN 367-6237.

5. FY 97 CMR Schedule (Revised). At enclosure 3 is the revised CMR schedule, dated 23 Sep 96, for FY 97.

6. Tax Information Number Reporting.

a. Reference CIL 96-13, dtd 29 Feb 96, item 1c. This CIL reminded contracting officers of the requirement to include the provision at FAR 52-204-3 in all solicitations unless the tax information has been previously reported and is known. The Defense Finance and Accounting Service (DFAS) recently advised the U.S. Army Contracting Support Agency that a significant number of Army contracting offices still have not complied with this requirement. Lack of taxpayer information requires payment offices to obtain this information from vendors, lengthens the time it takes to make payments, and causes inefficiencies within DFAS. Request you review your current procedures to ensure compliance with the requirement of CIL 96-13, item 1c, in assuring adherence to the requirements for tax information reporting. Tax Identification Number reporting will be added as an item of review for the Contract Management Review team in FY 97.

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b. For additional information, please contact Ms. Sandra Bruner at DSN 367-6296.

7. Release of Acquisition Information.

a. Reference Deputy Assistant Secretary of the Army (Procurement) memorandum, SARD-PP, 13 Sep 96, subject: Release of Acquisition Information (encl 4). Dr. Oscar's memorandum shares thoughts on disclosure of source selection information.

b. The following points are made in regard to the specific areas addressed in Dr. Oscar's memorandum and our experience in FORSCOM contracting.

(1) Evaluation Factors and Subfactors. The emphasis here is to go beyond statutory requirements to disclose all significant factors and subfactors considered in evaluation of proposals. FORSCOM level reviews show that all evaluation factors are reflected in Section L and M of the solicitation. We have advised in our reviews and through training that evaluation factors be limited to true performance discriminators critical to the selection determination. Consequently, you should limit the number of sub and sub-subfactors as this does tend to increase the risk of failing to disclose all evaluation factors to offerors. The language in Section L "written for the offeror", and the source selection plan "written for the evaluator", should be essentially identical except for obvious differences because of the reading audience.

(2) Relative Order of Importance. Previous FORSCOM guidance recommended against disclosing the numerical weights assigned to evaluation factors. Dr. Oscar recommends disclosing numerical weights at least at the factor level. This office is not opposed to disclosure of numerical weights as long as section M cautions offerors that the ultimate decision will be derived subjectively and that specific numerical weights should be

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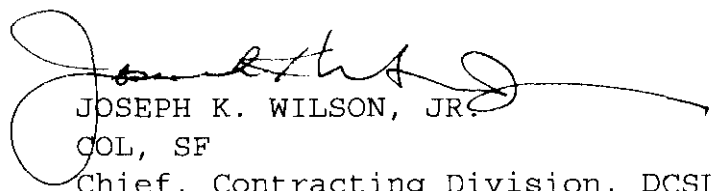
thought of as only general indicators of the relative importance of the factors.

(3) Source Selection Officials. The use of oral proposals and presentations will make it virtually impossible to safeguard the identities of government officials interacting directly with contractor representatives. However, depending on the source selection structure, for example in formal source selection, the actual selection official's identity need not be disclosed if he/she will not be part of the face-to-face interaction. The same would be true where a Source Selection Advisory Council (SSAC) is being used in the selection process.

c. As addressed in the memorandum, there is a trend in the Army and the rest of the government toward providing more and more acquisition information to potential offerors. We encourage you to look at your processes and seek out ways to ensure the most comprehensive disclosure of evaluation factors to ensure more responsive proposals from industry.

d. For additional information, please contact Ms. Susan Marie Clark at DSN 367-5602.

4 Encls  
as



JOSEPH K. WILSON, JR.  
COL, SF  
Chief, Contracting Division, DCSL&R  
Principal Assistant Responsible  
for Contracting

**CONTRACTING INFORMATION LETTER (CIL) INDEX**  
**FY 96**

**CIL**

<b>NUMBER</b>	<b>DATE</b>	<b>DESCRIPTION</b>
96-1	19 Oct	*Credit Card Issues
96-2	19 Oct	*Reengineering Issue Status Report
96-3	26 Oct	*ATAP
96-4	26 Oct	*SDB Utilization Program
96-5	8 Nov	*Clarification of para. 3, CIL 96-1 *"COREDOC" *CIL Index for FY95 *Use of MIL-Std-1388-2B, Log Spt Analysis Record (LSAR) *Suspension of SDB Set-Aside Program *Food Service Contracting Policy Guidance *Notes from Front Line Procurement <u>Professionals</u> Forum, 20 Oct 95 *Contract Audit Follow-up (CAF) *Delegation of Authority to Contract for FIP Resources
96-6	15 Nov	*IMPAC Program *Army Procurement Excellence Brochure *Army Acquisition Career Management Update 95-01 *Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Acquisitions
96-7	18 Jan	*Incremental Bonding (Miller Act) for Construction Requirements Contracts
96-8	30 Nov	*Past Performance Information (PPI)
96-9	7 Dec	*Class Deviation, SF1449
96-10	20 Dec	*ADR

96-11	12 Jan	*Waiver to FIRMR Requirements for Acquisitions Less than \$100,000
96-12	6 Feb	*US Army Acquisition and Contracting Policy Alert Bulletin 95-004 *IMPAC *Schedule for Blanket SF-98 Submission *Use of Appropriated Funds for the Procurement of Printing
96-13	28 Feb	*Override Decision, Protest by Logicon RDA (B-261714.2) *Policy Alert Bulletin #95-005 *Reporting of Tax Information to Payment Offices *FORSCOM Job Order Contracting (JOC) Execution Guide, Forces Command Pamphlet 715-7
96-14	7 Mar	*Class Deviation to FAR (SF) 1449, 95-DEV-121
96-15	14 Mar	*FORSCOM Contracting Division Contract Administration Team Installation Assignments *Army Purchase Card System *Unsolicited Vendor Advertisement Packages Sent to Credit Card Holders *Delegation of Authority, Waiver of Cost Accounting Standards (CAS) *Minutes from the Executive Steering Committee (ESC) Meeting, 27 Feb 96
96-16	26 Mar	*IMPAC for Payment
96-17	21 Mar	*Training for CORs
96-18	12 Apr	*J&A Thresholds
96-19	16 Apr	*UAC
96-20	17 Apr	*Contract Offload Clarification

96-21	22 Apr	<ul style="list-style-type: none"> <li>*PARC Address</li> <li>*Class Deviation to DFARS 216.703(c)</li> <li>*VISA Rebate Program</li> <li>*DCMC Concerns with Army Contracts</li> <li>*Delegation of Authority to Certify Information Mission Area (IMA) Assets for Acquisition in FY 96</li> </ul>
96-22	27 Jun	<ul style="list-style-type: none"> <li>*Tax Identification Reporting for IMPAC Vendors</li> <li>*Elimination of the Imprest Fund</li> <li>*Purchasing Hazardous Materials with IMPAC</li> <li>*Authority to By-Pass Supply Management, Army</li> <li>*Increase in Property Accountability Threshold</li> <li>*Exec. Steering Committee Minutes - 29 Apr 96</li> <li>*Policy Memo 96-01, Career Development as a Mission</li> <li>*Postponement -- Issuance of Certification Waivers</li> <li>*Consolidation of Contracts/Basic Ordering Agreements (BOAs) by the AACC</li> <li>*1996 Edition of AFARS</li> <li>*US Army Procurement Policy Alert Bulletin No. 96-006</li> <li>*Procurement Support for Operation Mongoose</li> <li>*GSA Delegation of Procurement Authority</li> <li>*Approval of Self-Certification of Qualifications for ACCES</li> </ul>
96-23	29 May	<ul style="list-style-type: none"> <li>*Charging for Solicitation Packages</li> <li>*Evaluation Scores for Quality Factor and Subfactors and Most Probable Cost Estimates</li> <li>*Change to FFARS</li> <li>*Delegation of Authority to Allow Nonprocurement Personnel to Use the IMPAC Up to \$5,000</li> <li>*ADR</li> </ul>
96-24	20 Jun	<ul style="list-style-type: none"> <li>*Commercial Item Acquisition</li> </ul>
96-25	26 Jun	<ul style="list-style-type: none"> <li>*Exchange of Non-Excess Personal Property</li> </ul>
96-26	11 Jul	<ul style="list-style-type: none"> <li>*Guidance for Release of FOIA Request</li> </ul>



96-27	17 Jul	*Redelegations of Authority for the FORSCOM PARC, DOCs, and Installation Commanders
96-28	22 Jul	*Purchasing Hazardous Materials with the IMPAC *FY 97 CMR Schedule *GAO Protest Information
96-29	30 Jul	*New Bid Protest Regulations--4 CFR PART 21
96-30	16 Aug	*Revised Policy Governing The Business Clearance Memorandums
96-31	16 Aug	*Changes to the FFARS
96-32	21 Aug	*DOL Position on Recapping Tires *Reporting Packing and Crating Calls on the 1057 Report *Class Deviation to FAR 42.1502(a) *AMSC Class 97-1/97-2/97-3 *Alternate Disputes Resolution--Lessons Learned *Electronic Transmission of Audit Requests and Reports *Task Order Contract and Delivery Order Contract Ombudsman *New GAO Protest Rules
96-33	28 Aug	*Waiver of Rights to Protest Provisions
96-34	10 Sep	*Collusive Bidding and Unbalanced Bidding
96-35	11 Sep	*Uncompensated Overtime
96-36	19 Sep	*Changes to FFARS (Delegation of Authority to PARC to Approve Acquisition Plans and Delegations of Authority Made by HCA)
96-37	12 Sep	*Documentation for Lease vs. Purchase Analysis
96-38	13 Sep	*Delegation of Authority to Approve Use of 10 USC 2315 (Warner Amendment) Exemption Authority *"Remit To" Addresses *Delegation of Authority of Task Order Contract and Delivery Order Contract Ombudsman

96-39	13 Sep	*Electronic Funds Transfer
96-40	26 Sep	*Notices of Pending Major Contract Awards *Lessons Learned from GAO Decision B-271483.1, Inventory Accounting Service, Inc. *Documents Requiring HCA Approval



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

AUG 29 1996

23 AUG 1996

REPLY TO  
ATTENTION OF

SFAE-CSA-PPP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Past Performance Information Management  
System (PPIMS)

The U.S. Army Contracting Support Agency (USACSA) is the proponent for a new automated system being developed by the U.S. Army Research, Development, and Acquisition Information Systems Activity (RDAISA). Past Performance Information Management System (PPIMS) is the automated approach selected to meet the information management goals described in Army Acquisition Letter 95-5. It will serve as the Army's central repository for the collection and utilization of Army-wide contractor Past Performance Information (PPI). The PPIMS will be used to collect PPI to support future award decisions. In addition to data collection, the PPIMS will allow users to generate standard and ad hoc reports, including the evaluations of contractor performance required by FAR 42.1502(a). The system is now under development and implementation is planned for first and second quarter FY 97.

The PPIMS will be an Internet protocol software system. Individual contract specialists/buyers will have the capability to create the evaluations of contractor performance required by FAR 42.1502(a) on their individual personal computers. Access to the PPIMS will be protected by user identification and passwords. The Contracting Support Agency will be the Password Administrator for the PPIMS. The PPIMS data base will be maintained by RDAISA on a server configured for Web access. Users will access the PPIMS database by Internet connection via the DASA(P) Home Page. The system will be developed in accordance with the hardware and software specifications set forth for the future DoD Standard Procurement System (SPS).

Successful implementation of the PPIMS is essential to meeting the Army's needs for an effective, reliable tool for managing past performance information. Accordingly, I encourage each of you to acquire the hardware and software needed to fully participate in the PPIMS. Personal computers must be IBM compatible 486 or higher. Internet interface is achieved through Java-enabled graphical browsers that support Hyper Text

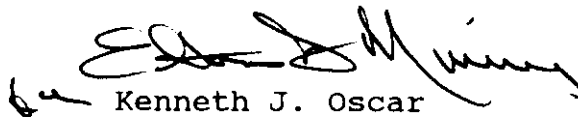


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Mark-up Language 3.0(i.e. Microsoft Internet Explorer 3.x, Netscape 3.x). If you must use a modem to access the Internet, I encourage you to purchase modems with a minimum transmission speed of 28.8 kbps when you decide to replace your existing modems. Hewlett-Packard Laserjet Printers or equivalent are preferred. Users must have Windows 3.1x, Windows 95, or Windows NT operating systems. The minimum RAM to support Windows 3.1x is Eight(8) MB. The minimum RAM to support Windows 95, or Windows NT is 16 MB.

Beta testing is scheduled for late October 1996 and access to the system is scheduled to begin late November 1996. To support the implementation schedule, you should have the above specified hardware and software in place no later than November 20, 1996.

We continue to work towards designing and developing a past performance information system which meets your needs. We continue to emphasize the need to provide you timely, accurate information for use in source selection and other contracting processes. Your continued support of our efforts to provide you with quality products is deeply appreciated and is indispensable to the success of these initiatives.



Kenneth J. Oscar  
Deputy Assistant Secretary of the Army  
(Procurement)

FY 97 CMR SCHEDULE  
REVISED  
AS OF 23 SEP 96

<u>INSTALLATION</u>	<u>DATE</u>	<u>REMARKS</u>
Devens	21-25 Oct	
AACC	4-8 Nov	
Irwin	13-17 Jan	
Hood	27-31 Jan	
Stewart	3-7 Mar	
FIG/Oakdale	17-21 Mar	
Riley	14-18 Apr	
Polk	12-16 May	
FORSCOM Contracting Workshop	10-13 Jun	<i>Approved 9/23/96</i> <del>Pending approval</del>

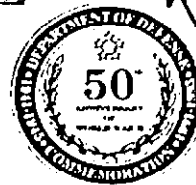


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13 SEP 1996

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Copies  
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3rd Army  
PARCS.  
(A)

SARD-PP

MEMORANDUM FOR ARMY ACQUISITION COMMUNITY

SUBJECT: Release of Acquisition Information

During the past several years there has been a trend in the Army and the rest of the government towards providing more-and-more acquisition information to potential offerors. This memorandum pertains to information that is source selection-related, but is not "source selection information" as defined in Section 27 of the OFPP Act (41 USC 423) and FAR 3.104, and which must be protected from disclosure.

This trend to disclosing more-and-more information is the result of statutes, government-wide policy and an evolving recognition at operational levels that a comprehensive disclosure generally results in more responsive proposals. I want to encourage this trend to continue in the Army, and to share with you my thoughts on disclosure of some of the different types of information.

Evaluation Factors and Subfactors. By statute the government must disclose all significant factors and significant subfactors which we reasonably expect to consider in evaluating proposals. I believe we should go beyond what the statute requires. There should be complete disclosure; the evaluation criteria listed in the source selection plan should be included verbatim in the solicitation. The plan itself cannot be released.

Relative Order of Importance. By statute we are also required to state the relative order of importance assigned to all significant factors and subfactors. This is not always done properly in Army solicitations. If we want responsive proposals, we must clearly communicate to offerors what importance we place on the various factors and subfactors. If numerical weights are used, consider disclosing them, at least at the factor level.



Source Selection Officials. In the Army, we don't disclose the identity of the source selection authority or other source selection officials. Generally, this is a sound policy. However, there may be instances, such as when offerors will make oral proposals or other presentations, when it is not practicable to maintain the confidentiality of the identity of key source selection officials. In such instances, disclosure is not objectionable.

In the Army we tend to make minimal disclosure of source selection-related acquisition information in order to "retain flexibility." I understand and appreciate the desire for maximum flexibility in a subjective process like source selection. I am concerned that too often the desire to retain flexibility is, in fact, an unwillingness to take the time and effort to do the hard work of developing a statement of work (SOW) that clearly and accurately reflects the Army's requirement; to determine which of the elements of the SOW are critical and may be used to differentiate between offers and offerors; and to develop evaluation factors and subfactors that pertain to the SOW elements and the way to evaluate them.

My action officer is Mr. Curtis Stevenson, (703) 697-2630, e-mail: [stevensc@sarda.army.mil](mailto:stevensc@sarda.army.mil).



Kenneth J. Oscar  
Deputy Assistant Secretary of the Army  
(Procurement)

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